

# Confirmation of Successful Safety Training Participation

Date: [Insert Date]

To: [Participant's Name]

Address: [Participant's Address]

Dear [Participant's Name],

We are pleased to inform you that you have successfully completed the Safety Training conducted on [Training Date]. Your participation in this essential program will contribute significantly to ensuring a safer workplace.

Details of Training:

- Training Date: [Training Date]
- Duration: [Duration]
- Location: [Training Location]
- Trainer: [Trainer's Name]

Enclosed with this letter is your certificate of completion. We commend your commitment to safety and encourage you to apply the knowledge gained during the training.

If you have any questions, please feel free to contact us at [Contact Information].

Thank you for your participation.

Sincerely,

[Your Name]

[Your Title]

[Company/Organization Name]

[Contact Information]